

## M E M O

Date: September 8, 2009

To: Executive Board

From: Patricia Jones *p Jones*  
Assistant Executive Director

Subject: **Purchase Order – Office Supplies Provider: Radstons Office Plus**

### Background and Project Description

On June 17, 2009, MTC, on behalf of itself and the Association of Bay Area Governments, distributed an Invitation to Bid (IFB) to 30 local office supply vendors to provide next-day delivery of general office supplies for MTC and ABAG. Three bids were received from: 1) Blaisdell's, San Leandro, CA; 2) Radstons Office Plus, Hercules, CA; and 3) Select Business Products Incorporated, Danville, CA. The lowest responsive responsible bidder was Radstons Office Plus. Radstons is MTC and ABAG's current vendor.

If approved, Radstons will provide general office supplies (including information technology and ergonomic supplies) between September 2009 and June 30, 2010, with an option to renew for three additional consecutive one-year periods ending June 30, 2013.

### Recommendation

We recommend that the Executive Board authorize the Executive Director or his designee to issue a purchase order to Radstons Office Plus to provide general office supplies during FY 2009-2010, in an amount not to exceed \$30,000, with an option to renew for three additional consecutive one-year periods ending June 30, 2013, subject to approval of future agency budgets.